



CHADDS FORD TOWNSHIP SEWER AUTHORITY
REGULAR MEETING
JULY 18, 2017

Board Members: Mark Stookey
Amanda Konyk
Dennis Henry
Robert Lohr

Not Present: Ted Mennicke

Also Present: Amanda Serock, Sewer Authority Manager
Mike Sheridan, Solicitor
Mike DiSantis, DELCORA
Tom Leisse, Pennoni Associates
Valerie Hoxter, Assistant Secretary-Treasurer

ANNOUNCEMENTS

Mr. Stookey announced that Mr. Mennicke was unable to attend the meeting; however, a quorum was present with Mr. Stookey, Ms. Konyk, Mr. Henry and Mr. Lohr in attendance.

MINUTES

Upon motion and second (Henry/Lohr) the minutes from the May 23, 2017 Regular Meeting were approved.

DELCORA

Mr. DiSantis presented his written report for the months of May and June 2017. There were no violations at either plant during these months. Mr. DiSantis and the Board discussed the recent occurrence of air in the Turners Mill line and efforts to locate any problems in the force main. Manager Serock indicated that she, the Engineer and Operator would confer and devise a plan to locate and repair any problem found. She will notify the Board once they determine how to proceed.

MANAGER

Ms. Serock presented her written report and informed the Board that she and Mr. Leisse are still hoping to hire an intern for a fall project. They are looking at area colleges that have Engineering programs.

POST OFFICE BOX 816
CHADDS FORD, PA 19317

PHONE 610.388.8800 EXT. 102
FAX 610.388.5057



ENGINEER

Mr. Leisse presented his written report and updated the Board on the status of the Act 537 Plan Update. Mr. Leisse has received requested documents outlining standard operating procedures for each plant from Delcora. He will provide copies to the Authority to keep on file in the office. Mr. Leisse also informed the Board there will be an operations meeting with Delcora in the near future.

SOLICITOR

Mr. Sheridan presented his report and informed the Board that he has finalized the E3 Ventures Installation Agreement for the Board's review. He has also prepared a Records Disposition Resolution which incorporates the Pennsylvania Municipal Records Retention Manual. Mr. Sheridan has sent collection letters to liened properties and mandatory connection letters to two properties.

Mr. Sheridan informed the Board of the outcome of his review of documentation received from Parkside Associates (Olde Ridge Village) regarding their sewage capacity and EDU agreements. Based on this information, Ms. Hoxter will make the necessary adjustments to Parkside's account and send updated figures and other necessary information to Mr. Sheridan who will forward the information to Parkside Associates. Ms. Serock asked the Board if it would be interested should Parkside want to turn any EDUs back over to the Authority. Mr. Stookey commented this is not a practice the Authority has had in the past, and indicated they would not be interested.

ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and noted that the June disbursements amount on the summary report does not include a transfer of \$50,000 from DNB Bank to PLGIT as it was previously approved at the May meeting. Ms. Hoxter further noted that the July disbursements figure included bills for two months from Delcora as they were received after the June reporting period.

Ms. Hoxter reviewed fund balances and indicated there was an additional CD purchased through PLGIT for \$100,000 as approved by the Board at the last meeting. Ms. Hoxter also indicated the Authority received the 10% Capacity Reservation deposit from E3 Ventures in the amount of \$25,183.40. For accounting purposes, these funds will be treated as a long term liability until such time as the project has begun. At that time, the funds received will be treated as income. The Authority has also received a \$5,000.00 Escrow Account deposit for E3 Ventures which will be deposited into an account at DNB. There will be a Resolution authorizing this escrow account at the next meeting. Ms. Serock, Ms. Hoxter and the Board discussed fund balances and keeping DNB account balances below the FDIC insured limit of \$250,000.00.

Upon motion and second (Lohr/Konyk) the Board authorized Ms. Hoxter and/or Ms. Serock to transfer up to \$100,000.00 if necessary from DNB accounts into the PLGIT account between July 18, 2017 and September 30, 2017.



Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for June 2017 in the amount of \$15,355.60.

Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for July 2017 in the amount of \$63,723.62.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

Mr. Lohr provided the Board with a status update on the agreement between Concord Township and Springhill Farm and provided further information on the status of an agreement between Pettinaro and Springhill Farm. Mr. Lohr also updated the Board on the negotiations between Springhill Farm and Delcora for the purchase of the Springhill Farm plant. Mr. Lohr also informed the Board that he received a telephone call from counsel for Pettinaro who indicated they won't be moving forward running the force main for their project while there is still opposition to the project.

NEW BUSINESS

Mr. Sheridan reviewed the E3 Installation Agreement with the Board. Upon motion and second (Konyk/Lohr) the Board approved the E3 Installation Agreement.

Upon motion and second (Konyk/Lohr) the Board passed Resolution 2017-03 to approve the Installation and Capacity Reservation Agreements with E3 Ventures.

Upon motion and second (Lohr/Henry) the Board passed Resolution 2017-04 to adopt a Records Disposition policy which incorporates the Pennsylvania Municipal Records Retention Manual guidelines.

Upon motion and second (Lohr/Henry) the Board passed Resolution 2017-05 to authorize opening of an account at DNB Bank in which to deposit the E3 Ventures capacity reservation fee.

Ms. Hoxter updated the Board on the status of delinquent accounts and reviewed proposed updates to the collection process as outlined in the Updated Lien and Collection Process Information dated July 18, 2017.

Upon motion and second (Konyk/Stookey) the Board approved the updated collection process as set forth in the Updated Lien and Collection Process Information dated July 18, 2017 and authorized Mr. Stookey and Mr. Henry to review and/or approve payment arrangements which do not adhere to the updated process.



Ms. Hoxter informed the Board of a request by a commercial customer to reduce EDUs charged for their property as well as their dispute of the balance due on their account. This customer is on the lien list and is currently in the midst of the collection process. Ms. Hoxter asked the customer to put their request in writing to the Board within ten (10) days of the date of this meeting.

Upon motion and second (Henry/Konyk) the meeting was adjourned at 8:33 p.m.

Respectfully submitted,
Valerie Hoxter
Assistant Secretary-Treasurer